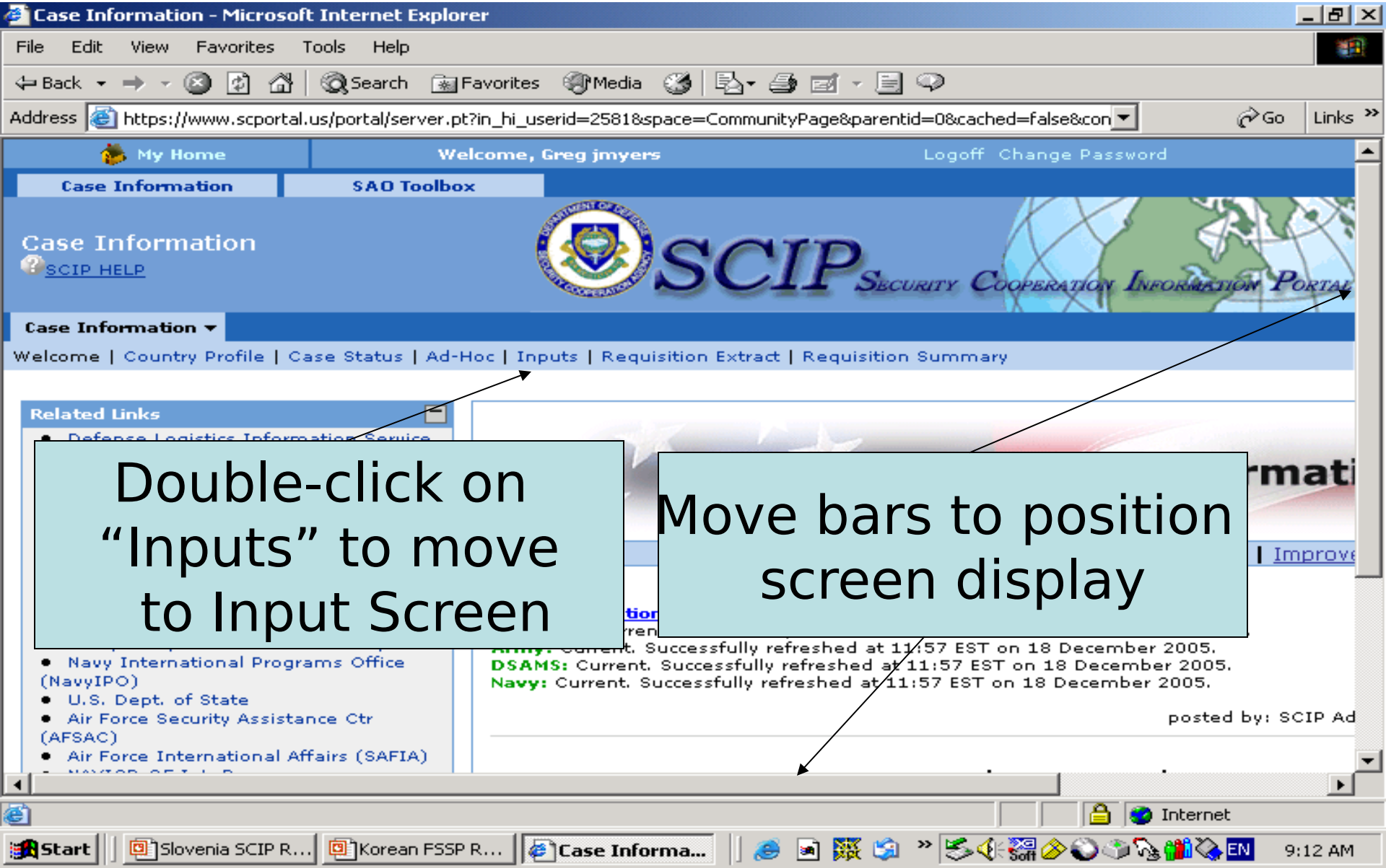
Security Cooperation Information Portal (SCIP)

Procedures for Inputting Requisitions for CLSSA and Blanket Order LOAs

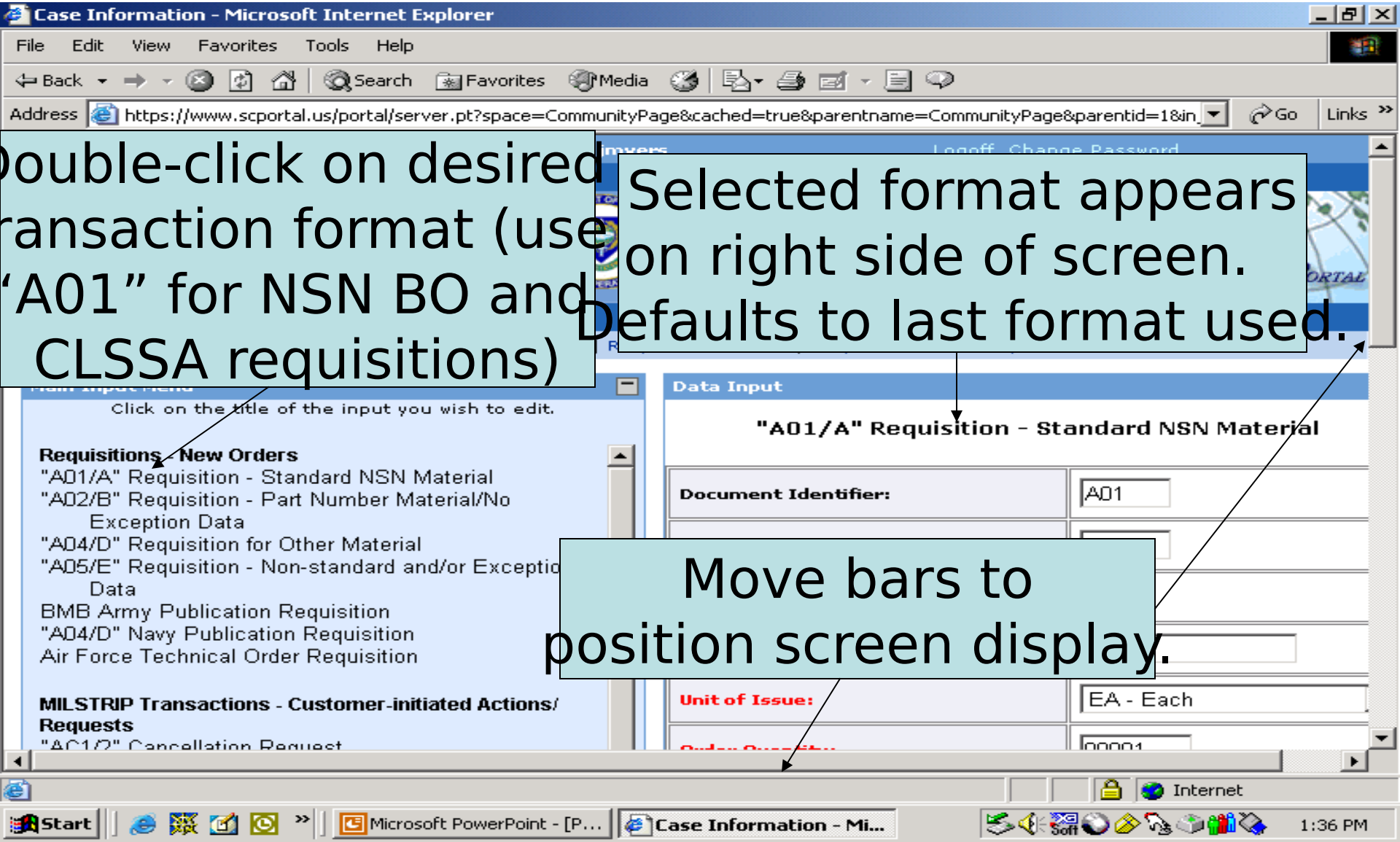
SCIP Welcome Screen


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt?in_hi_userid=2581&space=CommunityPage&parentid=0&cached=false&con
Go Links
My Home
Welcome, Greg jmyers
Logoff Change Password
Case Information
SAO Toolbox
Case Information
SCIP HELP
SCIP Security Cooperation Information Portal
Case Information
Welcome | Country Profile | Case Status | Ad-Hoc | Inputs | Requisition Extract | Requisition Summary
Related Links
Navy International Programs Office (NavyIPO)
U.S. Dept. of State
Air Force Security Assistance Ctr (AFSAC)
Air Force International Affairs (SAFIA)
DSAMS: Current. Successfully refreshed at 11:57 EST on 18 December 2005.
Navy: Current. Successfully refreshed at 11:57 EST on 18 December 2005.
posted by: SCIP Ad
Internet
Start
Slovenia SCIP R...
Korean FSSP R...
Case Informa...
9:12 AM

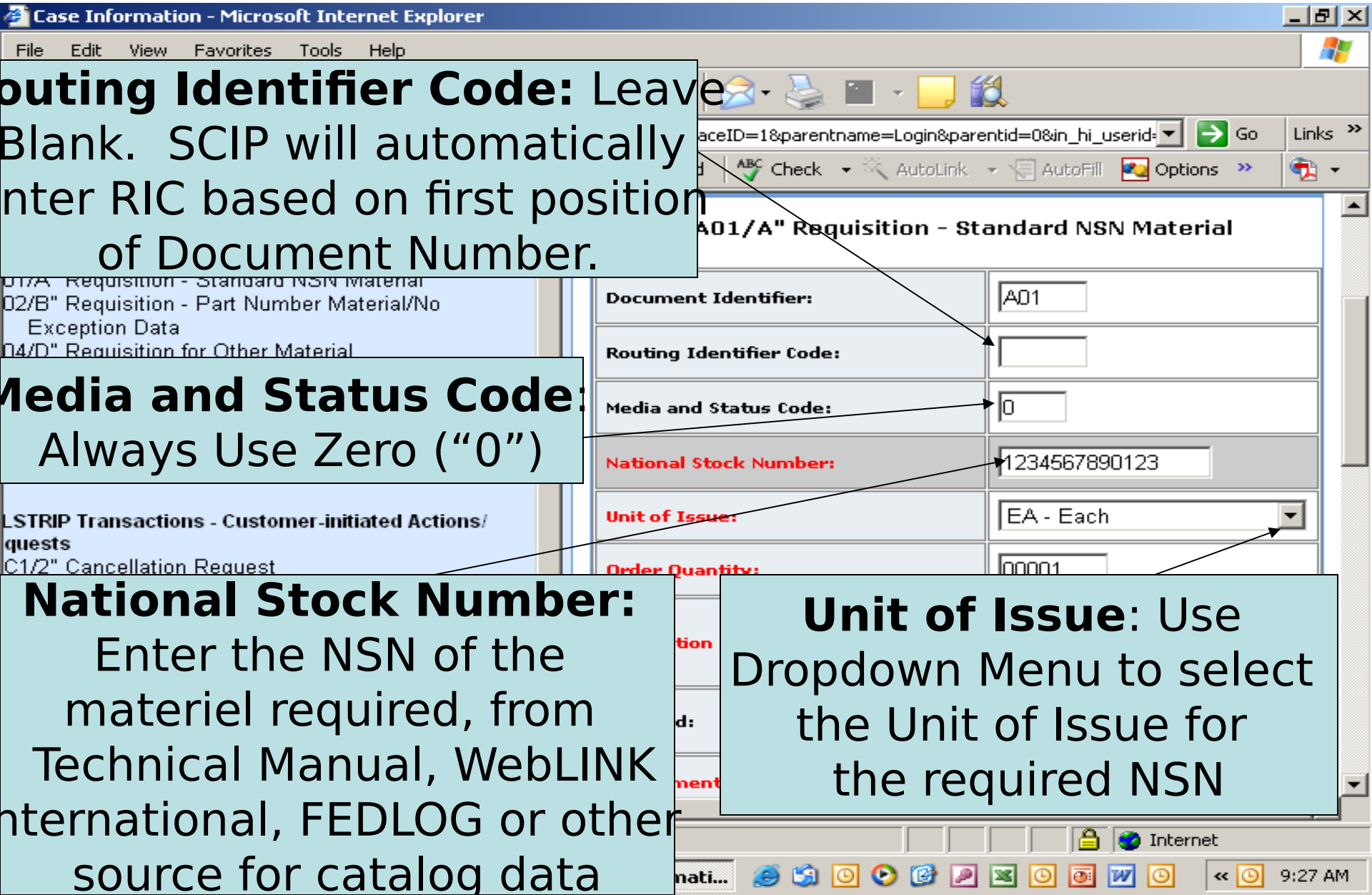
Double-click on "Inputs" to move to Input Screen

Move bars to position screen display

SCIP Input Screen


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&parentid=1&in
Go Links
Double-click on desired transaction format (use "A01" for NSN BO and CLSSA requisitions)
Selected format appears on right side of screen. Defaults to last format used.
Move bars to position screen display.
Click on the title of the input you wish to edit.
Requisitions - New Orders
"A01/A" Requisition - Standard NSN Material
"A02/B" Requisition - Part Number Material/No Exception Data
"A04/D" Requisition for Other Material
"A05/E" Requisition - Non-standard and/or Exceptio Data
BMB Army Publication Requisition
"A04/D" Navy Publication Requisition
Air Force Technical Order Requisition
MILSTRIP Transactions - Customer-initiated Actions/ Requests
Data Input
"A01/A" Requisition - Standard NSN Material
Document Identifier:
A01
Unit of Issue:
EA - Each
Internet
Start
Microsoft PowerPoint - [P...
Case Information - Mi...
1:36 PM

Requisition Input Screen Entries


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Check AutoLink AutoFill Options
A01/A" Requisition - Standard NSN Material
Document Identifier: A01
Routing Identifier Code:
Media and Status Code: 0
National Stock Number: 1234567890123
Unit of Issue: EA - Each
Order Quantity: 00001
Internet
9:27 AM

outing Identifier Code: Leave Blank. SCIP will automatically nter RIC based on first position of Document Number.

Media and Status Code: Always Use Zero (“0”)

National Stock Number: Enter the NSN of the materiel required, from Technical Manual, WebLINK nternational, FEDLOG or other source for catalog data

Unit of Issue: Use Dropdown Menu to select the Unit of Issue for the required NSN

Requisition Document Number Entries

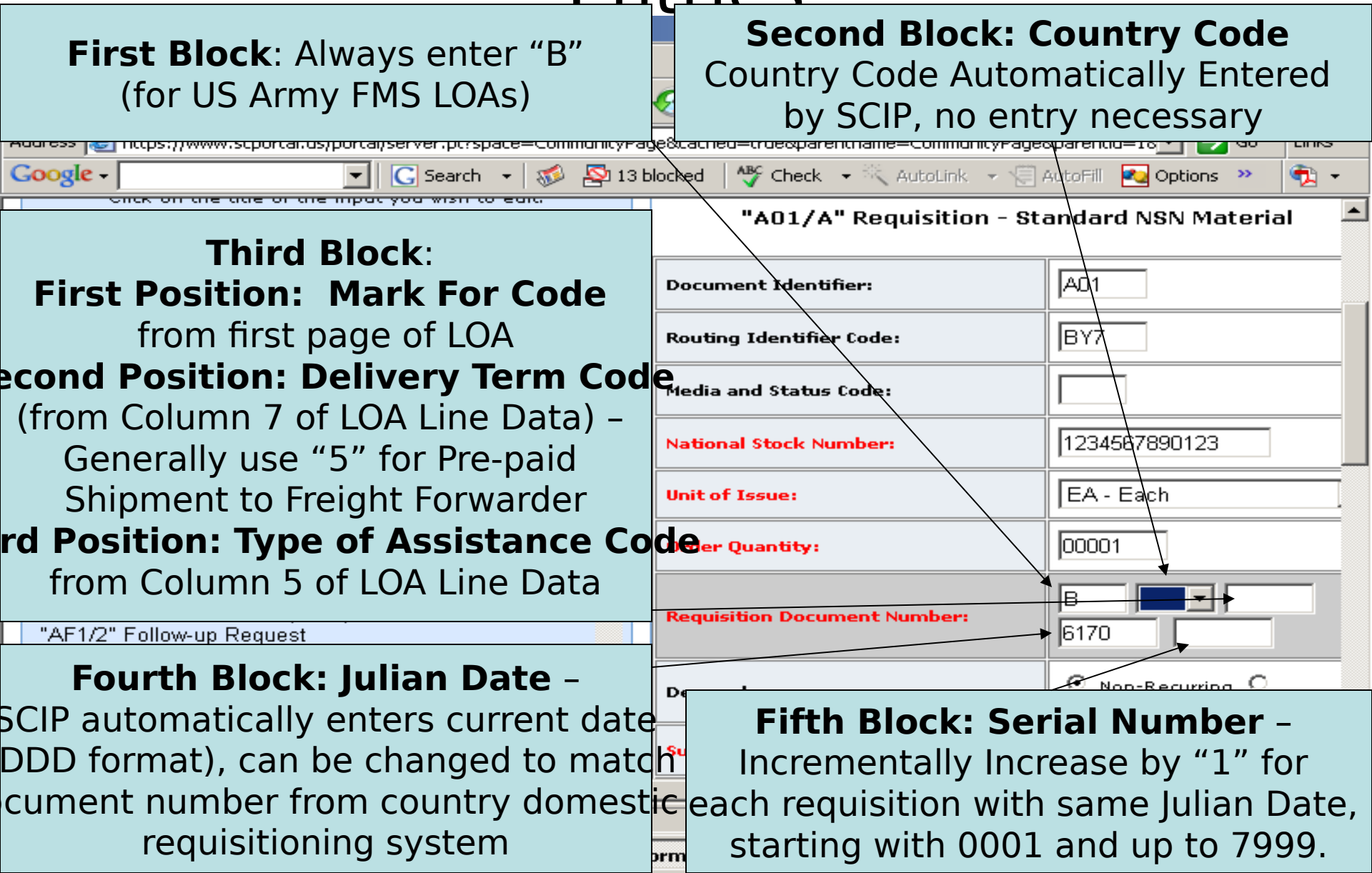
First Block: Always enter “B” (for US Army FMS LOAs)

Second Block: Country Code
Country Code Automatically Entered by SCIP, no entry necessary

Third Block:
First Position: Mark For Code
from first page of LOA
econd Position: Delivery Term Code
(from Column 7 of LOA Line Data) – Generally use “5” for Pre-paid Shipment to Freight Forwarder
rd Position: Type of Assistance Code
from Column 5 of LOA Line Data

Fourth Block: Julian Date –
SCIP automatically enters current date (DDD format), can be changed to match cument number from country domestic requisitioning system

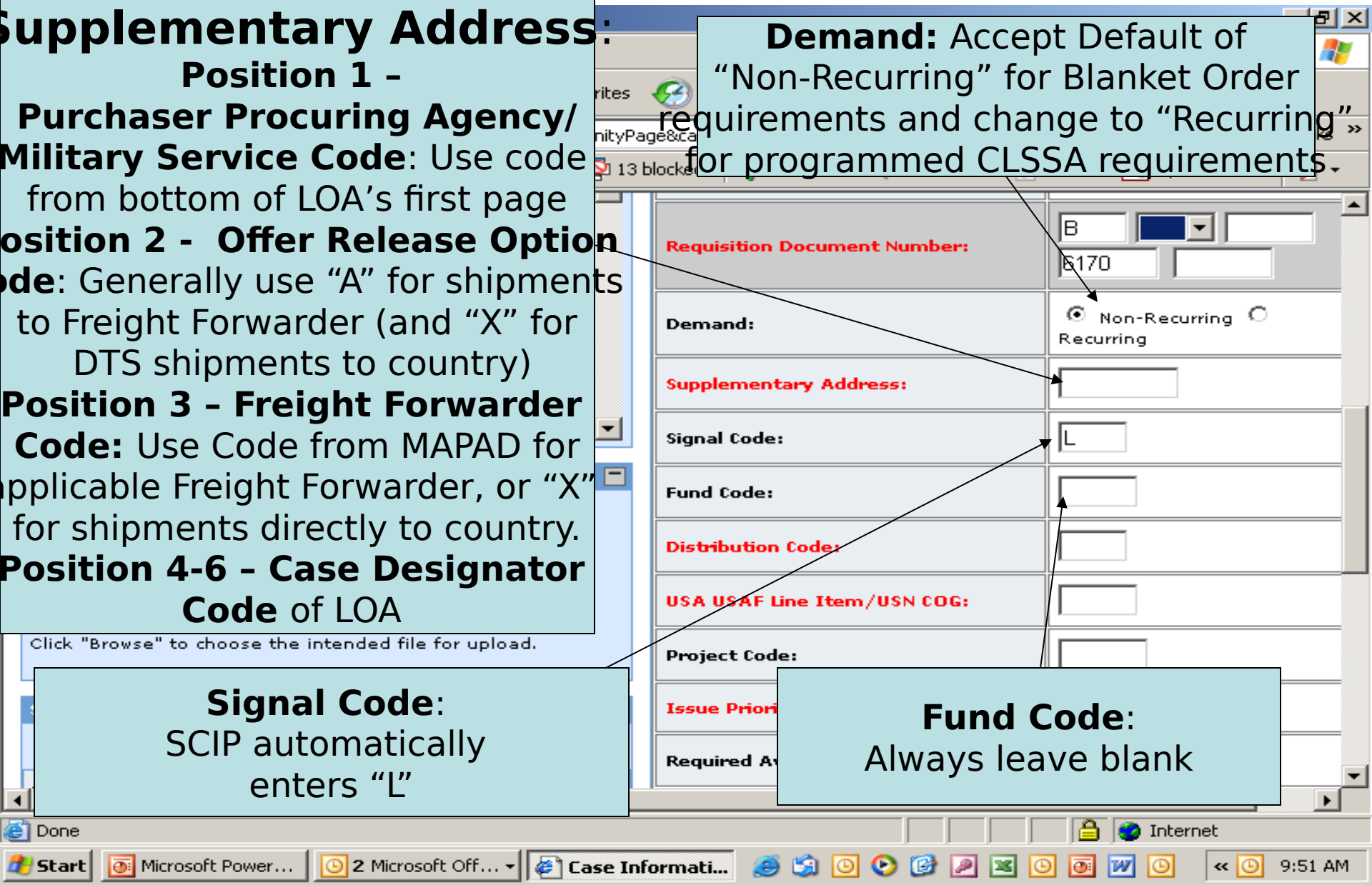
Fifth Block: Serial Number –
Incrementally Increase by “1” for each requisition with same Julian Date, starting with 0001 and up to 7999.



Requisition Input, Continued

Supplementary Address:
Position 1 – Purchaser Procuring Agency/ Military Service Code: Use code from bottom of LOA's first page
Position 2 - Offer Release Option Code: Generally use "A" for shipments to Freight Forwarder (and "X" for DTS shipments to country)
Position 3 – Freight Forwarder Code: Use Code from MAPAD for applicable Freight Forwarder, or "X" for shipments directly to country.
Position 4-6 – Case Designator Code of LOA

Demand: Accept Default of "Non-Recurring" for Blanket Order requirements and change to "Recurring" for programmed CLSSA requirements.



Signal Code:
SCIP automatically enters "L"

Fund Code:
Always leave blank

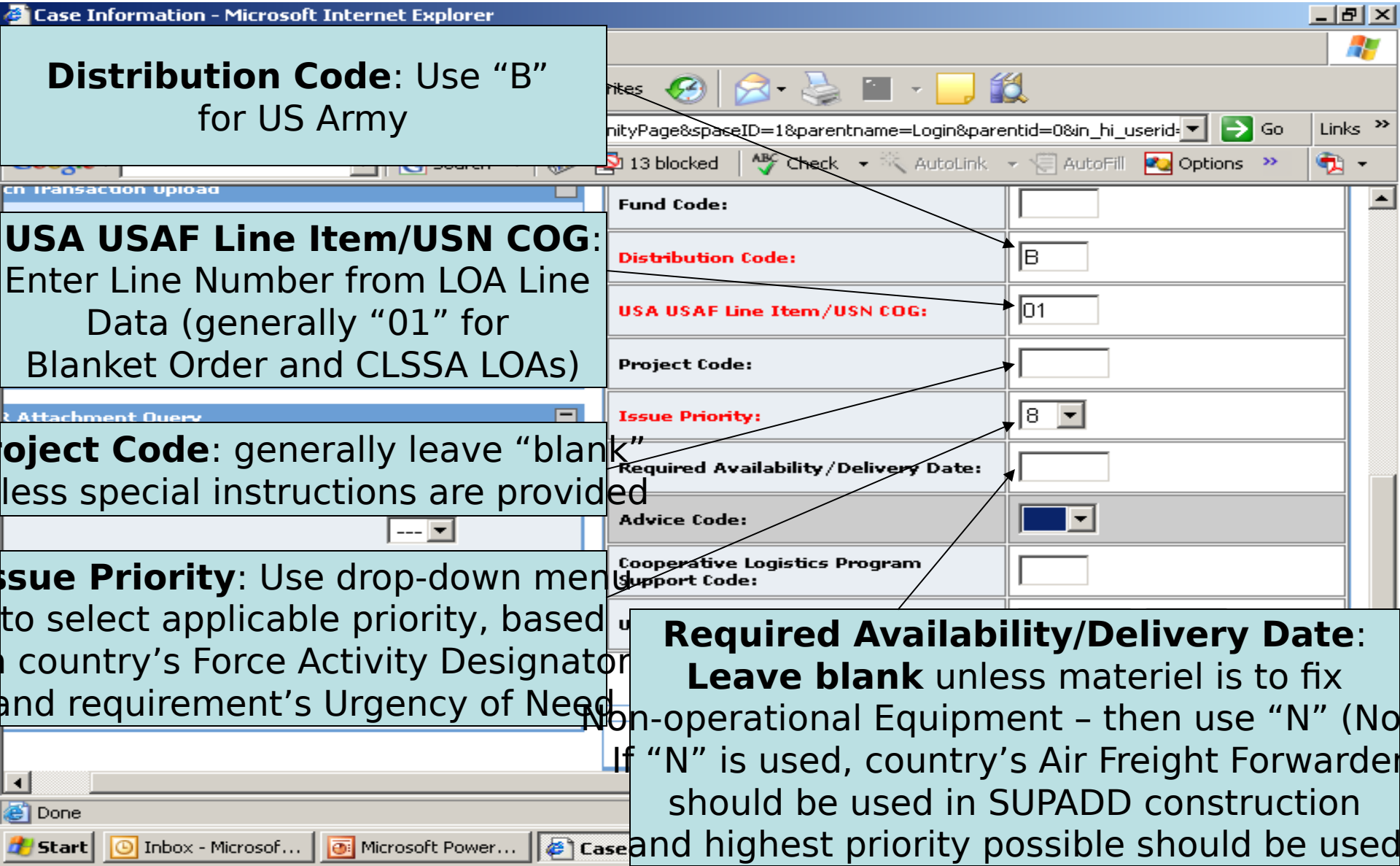
Purchaser Procuring Agency / Customer Service Codes

- B - Army
- D - Air Force
- K - Marines
- P - Navy
- T - Other

Offer Release Option Code

- A – Automatic Shipment
- Y – Notice of Availability is required, but shipment can be released if no response is received within 15 days.
- Z – Notice of Availability is absolutely required. Shipment will not be released until a response is received.

Requisition Input, Continued



Distribution Code: Use “B” for US Army

USA USAF Line Item/USN COG: Enter Line Number from LOA Line Data (generally “01” for Blanket Order and CLSSA LOAs)

oject Code: generally leave “blank” less special instructions are provided

ssue Priority: Use drop-down menu to select applicable priority, based country’s Force Activity Designator and requirement’s Urgency of Need

Required Availability/Delivery Date: **Leave blank** unless materiel is to fix Non-operational Equipment – then use “N” (No If “N” is used, country’s Air Freight Forwarder should be used in SUPADD construction and highest priority possible should be used

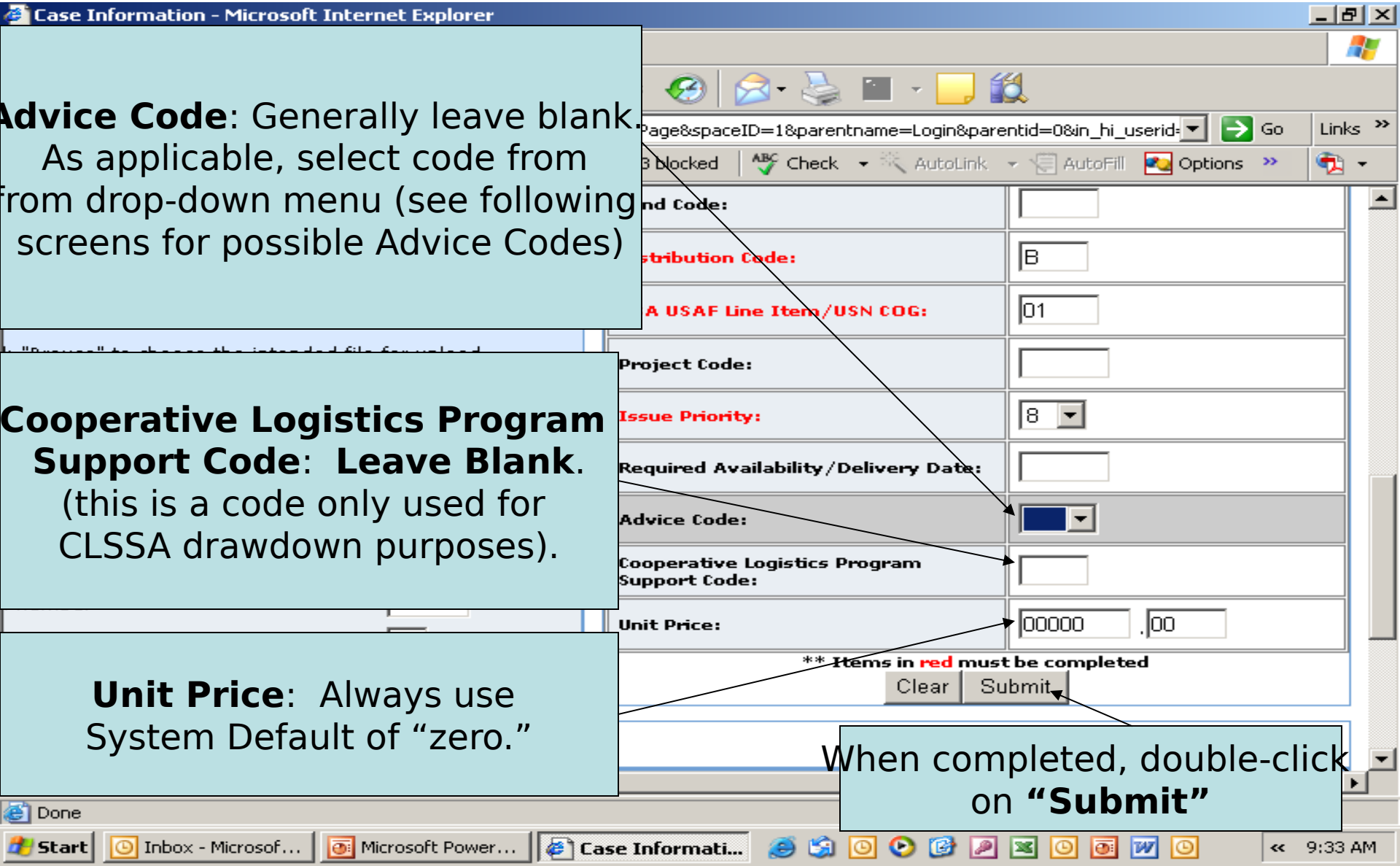
Issue Priority

- **Determined by combining the Force Activity Designator and Urgency of Need**
- **Force Activity Designator**: Roman Numeral (I thru V) which shows the mission essentiality of a country, as assigned by the US Joint Chiefs of Staff, to meet national objectives.
- **Urgency of Need (UND):** The need of the requisitioned materiel by unit to accomplish the assigned mission.
  - **UND A**: Immediate end-use without which the force or activity is **unable to perform assigned operational mission**
  - **UND B**: Immediate end-use without which the force or activity's ability to perform **assigned mission is impaired**
  - **UND C:** Required for **scheduled repair/maintenance or replenishment of stock.**

Issue Priority, Continued

Urgency of Need	**Force Activity Designator**	**Issue Priority**
A	I	01
A	II	02
A	III	03
A	IV	04
A	V	05
B	I	06
B	II	07
B	III	08
B	IV	09
B	V	10
C	I	11
C	II	12
C	III	13
C	IV	14
C	V	15

Requisition Input, Continued



Advice Code: Generally leave blank. As applicable, select code from from drop-down menu (see following screens for possible Advice Codes)

Cooperative Logistics Program Support Code: **Leave Blank**. (this is a code only used for CLSSA drawdown purposes).

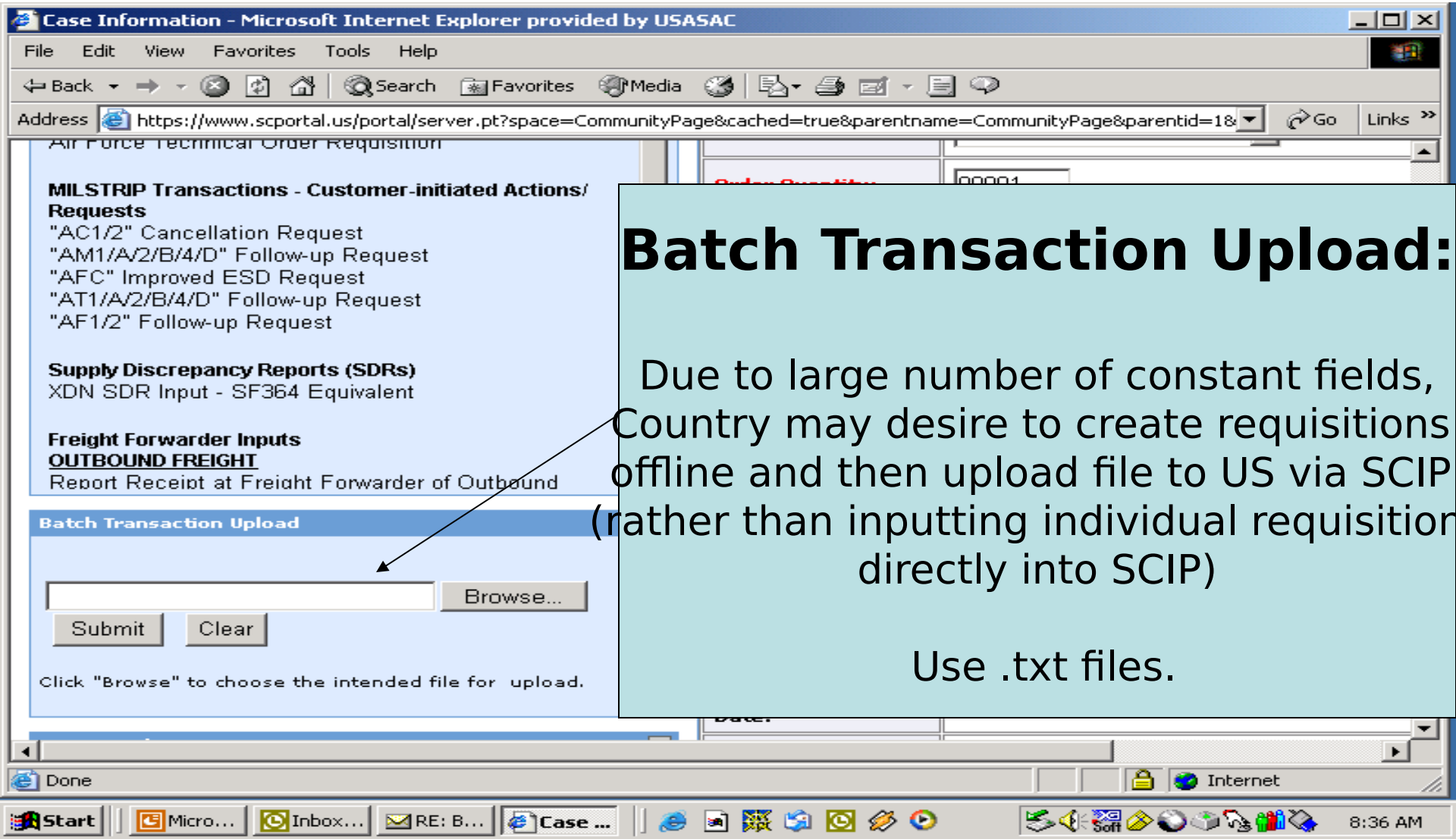
Unit Price: Always use System Default of “zero.”

When completed, double-click on **“Submit”**

Commonly Used Advice Codes

- 2A: Item not locally obtainable through manufacturer or fabrication. Generally used with Acquisition Advice Code F,J, K or L items.
- 2B: Requested item only will suffix; do not substitute.
- 2C: Do not backorder; Substitutes allowed.
- 2J: Do not backorder or substitute.
- 2L: Quantity exceeds normal demands and is valid.
- 22: Combination of 2C and 2L.
- Other Advice codes available at page 14 of http://warfighter.dla.mil/data/ctinfo/milstrip.pdf

Batch Transaction Upload



Batch Transaction Upload:

Due to large number of constant fields, Country may desire to create requisitions offline and then upload file to US via SCIP (rather than inputting individual requisition directly into SCIP)

Use .txt files.

Additional SCIP Information:

https://www.scportal.us/scportal
Registration Information

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Greg Myers, 717-770-5249 or DSN 771-5249
Functional issues and questions

sciphelp@dsadc.dsca.mil
Technical and sign-on issues

http://disam.osd.mil/itm/automation/scip.htm or http://usasac.army.mil/fmscustomers/scipinfo.html

Briefings, User Handbooks, Tutorials, Applications for Access